

# Club Formation Packet

Congratulations on getting involved at Quincy College. The Student Life Office encourages the formation of new clubs and organizations to meet the interests and needs of our students. Starting a club is an excellent opportunity to gain leadership skills and to make new friends. In addition, your academic experience will be enhanced through student involvement.

All the information and materials you need to get started are included in this packet. If there are any questions after reviewing the material, please stop by or call Student Life to speak with a staff member.

The Student Life Office  
Presidents' Place, Student Lounge

**Melissa Lord**  
Student Program and Wellness Coach  
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## INTENT TO ORGANIZE FORM

Name of Organization: \_\_\_\_\_

Description or Purpose of Club: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Organizers Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_

## Registration of New Clubs

All clubs and organizations wishing to be recognized on campus must complete and file the paperwork for recognition at the college.

Registration in no way implies that the College approves or disapproves of the club's mission or purpose, its constitution, literature or programs. Nor does registration imply the College's approval of the views of the club's membership. The responsibility of any views held or expressed by the club and/or its membership is solely that of the individuals involved. Quincy College reserves the right to prohibit certain programs based on personal safety or liability. Programs considered in violation of college policies and/or local, state or federal laws are prohibited.

### Benefits of registering a club:

- Use of the college name in the club/organization's name.
- Use of college facilities for programs/meetings.
- Inclusion in college club listing/brochures
- Ability to post on campus
- Assistance in publicizing your club and events
- Staff to assist the club in accomplishing goals
- Ability to apply for funding for club events
- Get leadership training and skills to promote success within the club

### Requirements for clubs:

- Club must have at least 5 student members who are enrolled in a minimum of 6 credits and be in good academic (2.0 GPA), financial, and judicial standing at the college.
- Club must obtain a faculty or staff member to advise the club/organization.
- Club must complete all required paperwork with the Student Life Office, including a club constitution (a sample constitution is attached).
- Club must comply with all Federal, State, and Local laws and with all College policies. Club must state their willingness to conduct their activities in a way that is consistent with the Quincy College mission, policies and procedures.
- Membership must be in compliance with Title IX of the Education Amendments of 1972 and the laws of the Commonwealth of Massachusetts. There shall be no restrictions on membership based on race, religion, nationality, gender, age, disability, sexual orientation, or political conviction.
- Special (non-voting) membership privileges may be granted to faculty, staff and alumni.

### How to Register

1. Obtain a registration packet from Student Life.
2. Define the purpose of the club.
3. Obtain a faculty or staff member to advise the club and have them complete the Advisor Acceptance Form.
4. Recruit other members and hold an organizational meeting and decide club officers.
5. Complete the club registration form, the policy acknowledgement form, and a constitution that outlines the mission, structure and by-laws of your club. There is a sample constitution included in the packet for assistance.
6. Submit your completed club registration packet to Student Life for approval.

# Club Registration Form

Club Name: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor Name: \_\_\_\_\_

Day, time & location of club meetings: \_\_\_\_\_

**Please list the current officers below (please print legibly):**

President \_\_\_\_\_ Student ID#: \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Vice-President \_\_\_\_\_ Student ID#: \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Secretary \_\_\_\_\_ Student ID#: \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Treasurer \_\_\_\_\_ Student ID#: \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

# Membership Roster

*Student Name*

*Email*

*Phone No.*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

12. \_\_\_\_\_

13. \_\_\_\_\_

14. \_\_\_\_\_

15. \_\_\_\_\_

# OFFICE OF STUDENT LIFE

Amanda Deck, Director of Student Life 617-405-5967  
Email: adeck@quincycollege.edu

## Faculty/Staff Advisor Agreement Form

All registered student clubs at Quincy College are required to have a Faculty or Staff member to advise the club. Advisors play an important role in the function of student organizations.

### An Advisor's responsibilities include:

1. Assisting the club in developing goals and objectives consistent with their mission and the mission of Quincy College.
2. Assisting the organization in understanding College policies and procedures.
3. Maintaining regular contact with the officers and general members of the organization, which may involve attending meetings and activities conducted by the organization.
4. Serving as resource to the organization and its members as needed.
5. Providing continuity during periods of student leadership transition.
6. Challenging/motivating officers and members to develop programs which will strengthen the organization and help it fulfill its goals.
7. Serving as a role model to the organization's leaders and members, emulating those characteristics and behaviors they need to develop.
8. Remaining knowledgeable about the organization's activities.
9. Maintaining regular contact with the Student Life Office.
10. Serving as chaperone for some organizational events as a pre-requisite to the event being approved.

The Student Life Office will provide resources to Faculty/Staff Advisors as needed to assist the organization.

\*Your signature on this form indicates that you have agreed to serve as an advisor and have agreed to the responsibilities entailed.

Club's Name: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Quincy College Club Policies and Hazing Policy Acknowledgement Form**

Amanda Deck, Director of Student Life 617-405-5967  
Email: adeck@quincycollege.edu

# **Policy Acknowledgement Form**

Please read carefully and sign below:

1. We agree to follow all college policies and regulation. The person signing below acknowledges that they understand, and agree to abide by all applicable regulations/laws as they pertain to student organizations.
2. Signing below represents that you have received and reviewed a copy of the Hazing law on behalf of your club and that you have distributed or explained the law to all members and agree to abide by it.
3. We agree that all student members of the club are in good academic, financial and judicial standing are eligible to participate in organization activities and to become a member. If there are academic restrictions to membership they must be stated in the club constitution. All meetings must be open to students, faculty and staff.

I have read the above paragraphs and the copy of the hazing law. I have also received a copy of the Club Manual and understand all policies and procedures outlined therein. I agree to abide by all regulations.

Student Executive Officer \_\_\_\_\_ Date \_\_\_\_\_

Faculty/Staff Advisor \_\_\_\_\_ Date \_\_\_\_\_

This form must be returned to the Student Life Office.  
Thank you!

## **Quincy College Policy Regarding Hazing**

In accordance with the Massachusetts General Laws, Chapter 665 of the Acts of 1987, Chapter 269 and Chapter 536: An Act Increasing the Penalties for Hazing, Quincy College prohibits any form of hazing on or off the campus.

(Text as amended by 1987, 665 effective April 4, 1988.) Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine or not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in section eighteen, shall mean any conduct or method of initiations into any student organization, which willfully or recklessly endangers the physical or mental health of any student or any person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any brutal treatment of forced physical health or safety of any other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this section.

### **Failure to Report Hazing: Penalty**

Section 18: Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such a crime shall be punished by a fine of not more than one thousand dollars.

## Sample Constitution

### ARTICLE I Name

The name of this club shall be called the Quincy College \_\_\_\_\_

### ARTICLE II Mission

The mission of this club shall include the following:

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If your club is affiliated with other groups, mention that here (i.e. a chapter of a national organization).

### ARTICLE III Membership

Section 1 Membership shall be open to all registered students at Quincy College regardless of age, race, creed, gender, religion, national origin, disability, sexual orientation, or veteran status.

Section 2 Membership Requirements – if you have any membership requirements beyond what college policy requires please outline them here (i.e. G.P.A, dues, etc)

Section 3 Other members (mention if faculty and staff can be ad-hoc members)

### ARTICLE IV Officers (All clubs are required to have at a minimum one officer as the main Student Leader, such as a President and one officer to take minutes/notes from the meeting, such as a secretary. Officers must be students.)

Section 1 Officers

Officers shall consist of (list officers) \_\_\_\_\_

Section 2 Qualifications (If you have qualifications beyond ability to do the position, i.e GPA requirement for officers above general GPA requirement, please list them here.)

Section 3 Duties (list duties for all officers)

1. The duties of the President shall be: (see samples at end of constitution)

a. List duties

2. The duties of the Secretary shall be:

a. List duties

### ARTICLE V Election and Removal of Officers

Section 1 Elections will be held \_\_\_\_\_  
(sample: Elections will be held before September 30 and officers will serve a term of two semesters).

Section 2 Procedure of Elections (please note the below are samples, you may choose your own process for the elections)

The procedures for the election are outlines as follows: (sample: 1 Nominations taken, 2. Elections)

- A. Nominations will be held at club meeting. Any active club member may nominate themselves or another member for office. Candidates may only accept nominations for one position. If nominated for more than one, they may choose which position to run for.
- B. Elections will be held at a meeting. Only active members shall cast a vote and only these votes will count in the election. A majority vote shall decide the winner.

Section 3 Procedure for Removal of Officers

- A. Officers will be removed from their position should the club be notified that they do not meet the requirements outlined in policy for club membership or if they do not meet the requirements outlined in the club constitution.
- B. Officers may be removed from office if it is deemed they are deficient in their duties. (Sample: officers may be removed with 2/3 votes of club membership) The Advisor shall oversee the impeachment process to ensure a fair and democratic process

ARTICLE VI Meetings

- Section 1 Meetings will be held (how often, when decided, how publicized)
- Section 2 If a special meeting needs to be held... (who decides, usually President, how club notified)

ARTICLE VII Advisor  
The advisor must be a faculty or staff member of Quincy College and must complete the Advisor Agreement Form.

ARTICLE VIII Adherence to College Policies

- Section 1 The Club agrees to adhere to all College Rules, Regulations and Policies
- Section 2 The Club agrees to adhere to all Local, State and Federal Laws

ARTICLE IX Amendments and By-laws

- Section 1 Members may propose amendments to the constitution by submitting them to the President no later than (number of days) prior to the club's next meeting.
- Section 2 Amendments shall be presented to the club membership no later than (number of days) prior to the meeting (also state how...posted on club sight, email, etc).
- Section 3 Amendment need to have (state votes needed) to amend the constitution
- Section 4 Upon an affirmation vote in favor of amending the constitution, the President or Secretary shall submit the amended/revised constitution in writing to the Student Life for approval.

Sample position duties:

President:

Preside over meetings  
Represent club on campus  
Ensure organization is adhering to policies  
Maintain communication with advisor

Vice-President

Presides over meeting when Pres. is absent  
Coordinate club promotion/publicity

Secretary:

Maintain record of club meetings  
Maintain membership directory